

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Senior Building Inspector

<b>BAND</b>	<b>GRADE</b>	
<b>NE</b>	<b>622</b>	
<b>DEPARTMENT:</b> Development Services	<b>ACCOUNTABLE TO:</b> Division Manager	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS SUMMARY:</b> Incumbent is primarily responsible for planning, coordinating and supervising the work of Building Inspectors. Duties include: supervising, providing training and technical guidance to other inspectors, determining and assigning workloads, investigating and resolving code violations, researching and resolving building code complaints, conducting inspections, and issuing rejections/approvals for each phase of construction.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Senior Building Inspector is the third level of a three level building inspector series. The Senior Building Inspector is distinguished from the Building Inspector I and II in that the Senior Building Inspector is responsible for supervising, training, and providing technical guidance to other Building Inspectors and scheduling work.		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	<b>FRE-QUENCY</b>	
1.	Supervises staff to include: Assigning and determining work loads; ensuring staff are trained, evaluating performance, determining disciplinary actions and approving time off.	Daily	
2.	Maintains records on inspections ensuring required records are on file.	Daily	
3.	Attends and represents the city at job-site construction meetings; meets with contractors to resolve code issues.	Daily	
4.	Evaluates construction methods and materials to determine acceptable level of code compliance.	Daily	
5.	Confers with inspectors on follow-up of projects; provides technical advice and training.	Daily	
6.	Conducts specialized or complicated inspections requiring expertise in the area of inspection.	Daily	
7.	Coordinates work with utility companies for scheduling connections.	Daily	

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8.	Issues rejections/approvals for each phase of construction; takes corrective actions by posting "stop work" orders and abatements and issuing correction notices or citations.	Daily	
9.	Reviews site/construction blueprints to ensure compliance with codes.	Daily	
10.	Researches building code complaints and resolves issues.	Daily	
11.	Performs other duties of a similar nature or level.	As Required	

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Supervisory theories and principles;
- Local ordinances and policies;
- Applicable codes, laws and regulations;
- Basic engineering and construction practices.

#### **Skills** (position requirements at entry):

Skill in:

- Assigning, monitoring and evaluating the work of staff;
- Training, scheduling and assigning work;
- Evaluating, organizing, coordinating and making changes to work flow;
- Maintaining inspection records and files;
- Reading and interpreting blueprints and specifications;
- Solving problems;
- Interpreting and enforcing codes;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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**Training and Experience** (position requirements at entry):

Associate's Degree in Building Construction or Inspection and six years journey level experience in building construction or inspection and one year of lead or supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

Position requires:

- Valid Arizona Driver's License.
- International Code Council (ICC) Residential Building Inspector Certification.
- ICC Commercial Building Inspector Certification.
- ICC Commercial Electrical Inspector Certification.
- ICC Commercial Plumbing Inspector Certification.
- ICC Commercial Mechanical Inspector Certification.

**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, sitting, standing, walking, lifting, feeling, talking, hearing and seeing.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (BEO) 1/98  
Revised 09/01 (SKM); 07/07 (jls)